

Digital, Data and Technology Profession Role details

DDaT Job Role:	Information Assurance and Data Protection Advisor
Local Job Title:	Information Assurance and Data Protection Advisor
Grade:	B2
Organisation or Agency:	Scottish Government
Directorate:	Digital
Division:	iTECS – Information Assurance and Data Protection
Location:	Saughton House, Edinburgh

Division/Organisation or Agency

The Data Protection & Information Assets Team is within the Information Assurance & Data Protection branch of iTECS.

The branch works closely with colleagues in the Office of Protective Security (OPS) under the command of the Chief Information Security Officer, offering an holistic approach to providing security and information assurance advice across the Scottish Government, its agencies and the wider Scottish public sector.

The team provides policy, guidance and advice on the security and protection of personal data and the management of information assets.

Main Duties of this Role

Data Protection and Information Assets Advisors provide specialist advice and guidance to protect the security of personal data and information, and manage risk by recommending controls to business areas to help them achieve their objectives. They:

- devise policies and guidance, and deliver advice to secure and protect personal data and information assets
- review and provide feedback on data protection impact assessments
- investigate security incidents involving personal data and suggest containment and mitigation actions
- maintain a corporate register of information assets
- provide training and communications to inspire and influence others to execute security principles
- cultivate key contacts in relevant business areas to share good practice in securing and protecting personal data and information assets

DDaT Professional Role(s)

DDaT Job Family: Cyber Security and Information Assurance
 DDaT Job Role: Information Assurance and Data Protection Advisor
 DDaT Job Role Level: Information Assurance and Data Protection Advisor

DDaT Role Description

The role of Information Assurance and Data Protection Advisor provides policy, guidance and advice on the security and protection of personal data and the management of information assets. They provide specialist advice and guidance to protect the security of personal data and information, and manage risk by recommending controls to business areas to help them achieve their objectives.

At this level you will:

- Devise policies and guidance, and deliver advice to secure and protect personal data and information assets
- Review and provide feedback on data protection impact assessments
- Investigate security incidents involving personal data and suggest containment and mitigation actions
- Maintain a corporate register of information assets
- Provide training and communications to inspire and influence others to execute security principles
- Cultivate key contacts in relevant business areas to share good practice in securing and protecting personal data and information assets

Key DDaT Capability Descriptor

Links to DDaT info for reference: [Digital, Data and Technology Profession Capability Framework](#)

DDaT Skill Required	Skill Level
Communicating between the technical and non-technical	Working
Enabling and informing risk-based decisions	Working
Information risk assessment and risk management	Working
Legal and regulatory environment and compliance	Working
Protective security	Awareness
Relationship management	Working
Strategic thinking	Working

SFIA Skills directly associated with this role

List the key SFIA skills, the skill level and the percentage of time spent on the skill. Limit the SFIA skills to a maximum of 6, no skills should account for less than 10% of the total. Skills levels should be appropriate for the grade. In general we map skill levels as follows: **A Band** (Level 1 or 2), **B1** (Level 3), **B2** (Level 4), **B3** (Level 5), **C1** (Level 6), **C2/C3** (Level 6 or 7). Access information at [SFIA7 Reference Booklet](#)

SFIA7 Skill Title	SFIA level	% of time
SCTY – Information Security	Level 4	10
INAS – Information Assurance	Level 5	10
IRMG – Information Governance	Level 4	20
BURM – Business Risk Management	Level 4	30
RLMT – Relationship Management	Level 4	30

Essential Criteria

1. Nationally recognised professional qualification in data protection such as BCS Data Protection Practitioner Certificate, or previous experience of working in data protection/information governance role and good knowledge of the General Data Protection Regulation, Data Protection Act 2018, and Information Commissioner’s Office guidance.
2. Excellent communication skills and experience of communicating to different audiences, including senior management, with the ability to describe technical issues in a non-technical manner.
3. Proven organisational ability, and ability to work proactively and independently, show initiative and contribute ideas to improve team procedures.
4. An excellent team player with ability to work closely with others to deliver results.